

**INSTRUCTOR TRAINING
REVISION COMMITTEE MEETING
NC Administrative Office of the Courts
901 Corporate Center Drive
Raleigh, North Carolina**

March 31, 2016

The Instructor Training Revision Committee met on March 31, 2016, at the NC Administrative Office of the Courts in Raleigh, North Carolina. Leila Humphries called the meeting to order at 10:10 a.m. She welcomed everyone to the meeting and thanked Stephanie Freeman for arranging the meeting room.

Leila announced her retirement which will be effective April 1, 2016, and introduced Perry Harris who will be the new School Director for General Instructor Training at the North Carolina Justice Academy and will become Chair of the Committee.

Nancy Meadows called the roll. Those members in attendance were:

Dr. Bobbie Cox, Gardner-Webb University
Stephanie Freeman, Administrative Office of the Courts
Betty Reynolds, Wake Tech Community College
Michael Lamonds, NC Department of Public Safety
Jeff Robinson, Wake Tech Community College

Committee members absent were:

Aaron Vassey, Cleveland Community College
Tim Pressley, Orange County Sheriff's Office
John Reaves, Wake Forest University Campus Police

Staff attending:

Robert Overton, Criminal Justice Standards Division, NC DOJ
Autumn Hanna, Sheriffs' Standards Division
Leila Humphries, NC Justice Academy
Nancy Meadows, NC Justice Academy

Visitors attending:

Sirena Jones, Sheriffs' Standards Division
Tracy McPherson, North Carolina Community College System

The minutes of the February 19, 2016, meeting were reviewed by the Committee. Leila asked if there were any corrections or additions to the minutes. Hearing none, the minutes were approved by motion from Bobbie Cox and seconded by Stephanie Freeman. The motion was unanimously approved.

Old Business

Leila apologized to the Committee for sending electronically the incorrect copy of the last word version of the Leadership and Motivation block. The correct one was the one distributed at the last meeting.

Bobbie stated that she liked the Leadership and Motivation block and that the concepts were in line with college classes. She stated that the more you get to know about your students, the better. Betty stated that instructors are having to help students to evolve into instructing – they are out of their comfort zone. She stated that what we are teaching them is so important and that no matter what is going on in their lives is not to be carried into the classroom. She feels that the block is so relevant. Leila stated that as instructors we need to remember that we are not only teaching subject matter – we are also teaching people.

The discussion moved to the Managing the Classroom block. Betty stated that in the Law Enforcement arena, there is a rank system in the classroom and that some students get intimidated if there is a ranking officer in the classroom with them. There should be no ranking system in the classroom and you have to somehow take the ranking out. This is something that should be addressed in Orientation and there is a politically correct way to say “no ranking system.” Tracy asked how that can be done and Leila stated that you make sure your students know that you are the Chief. Bobbie stated that she stresses that her student are to leave their “baggage” at the door – students are in class for two weeks and should leave their agency behind. Mike Lamonds stated that he stresses that the person who is in charge is the instructor.

Leila stated that anything that happens in class should be documented. She also stated that this is the most difficult thing to teach. Jeff Robinson stated that we needed more verbiage on dealing with problems; possibly need more assistants in the classroom for certain practicals and more mentoring. Stephanie stated that she wished that we have a mentoring program, i.e., put new instructors with experienced instructors. Bobbie stated that we need seasoned instructors to teach General Instructor Training. Leila stated that there should possibly be a requirement that an instructor should have a certain number of years of instructing before teaching General Instructor Training. Stephanie stated that she would be glad to push forward with recommendations for a mentoring program/experience requirement.

New Business

Leila stated that her goal had been to get the content of the revision to the Committee but that it is still in development and she isn't going to be able to work with the project – she is turning it over to Perry. The addition of citation information and research information to the lesson plan formatting block and development of the Methods and Strategies block need to be completed.

She asked if members of the committee could take the lead on certain blocks of instruction. Bobbie agreed to take the ISD Model and Stephanie the Evaluation and also the test. Jeff agreed to take the Leadership and Motivation block as well as the Managing the Classroom block.

As for the citation information, Leila stated that we would be gearing toward using straight Turabian which has already been developed by Kristi Jernigan of the Justice Academy.

Leila distributed a list of items that needed to be completed (copy attached).

The next meeting will be June 2. Perry Harris stated that he would arrange the meeting space with the Public Safety Training Facility in Greensboro. Details will be furnished to the committee once that is finalized.

Betty Reynolds motioned that the meeting be adjourned and Jeff Robinson seconded; meeting was adjourned at 12:10 p.m.

March 2016

Blocks still to be completed:

Addition of citation information and research information to Lesson Plan formatting block

Development of the Methods and Strategies Block

Lesson Plan Revisions:

Make corrections as suggested

Add Academic Checklist

Instructor NOTES

Add Student Activities

Remove Ibids and correct endnotes

Add Conclusion

Develop PowerPoints

Revise Table of Content information for next block?

Develop and Index of terms and topics?

Develop interactive student lesson plans

Pilot the blocks individually for length, flow, and consistency

Considerations for the future:

Develop suggested Course Schedule

Develop Course Management Guide

Designate on-line pre-assignment course blocks

Develop an on-line resource center with videos and documents to illustrate and explain key information